



## HERITAGE TREE REMOVAL PERMIT

### INTRODUCTION

A Heritage tree is: (1) any tree that has a trunk circumference of 48-inches or more as measured at 54-inches above the natural grade next to the tree, or (2) any oak, redwood or cedar tree that has a trunk circumference of 12-inches or more. If you believe that it is necessary to remove or relocate a heritage tree, you may not do so without a "Heritage Tree Removal Permit" from the City. To request such a permit, please proceed through the following steps. This form must be completed by a certified arborist.

### STEP 1: QUESTIONNAIRE

#### A. Project Address:

\_\_\_\_\_

#### B. Property Owner Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Signature

#### C. Arborist Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Certification information

### STEP 2: SITE PLAN

Each application for heritage tree removal/relocation must be accompanied by an accurately scaled site plan indicating all existing heritage trees, each tree's trunk location (with distances measured from the property lines to the trunk and from the existing and proposed building footprints to the trunk), canopy outline and radius, the proposed and existing footprints (dimensioned) of all buildings, patios, driveways and other paved surfaces. All heritage trees on the site plan must be numbered 1, 2, 3, etc.

### **STEP 3: HERITAGE TREE EVALUATION**

In addition to the official arborist report, please complete this supplemental table, which will be a summary of the report's findings.

SUMMARY OF ARBORIST REPORT					
Tree #	Tree Name (common)	Tree Name (Latin)	Diameter & Circumference	Arborist's notes on health, structure, longevity	Recommendation (retain, remove or relocate)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

## **STEP 4: PERMIT REQUEST**

### **A. For Heritage Tree Removals**

The property owner requests a Heritage Tree Removal Permit to remove \_\_\_\_\_ heritage trees (tree #s \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_), due to one or more of the following:

- ☐ It is appropriate and necessary to remove the tree(s), due to the condition of the trees with respect to disease, general health, damage, public nuisance, danger of falling, interference with utility services and the trees acting as hosts for a plant which is parasitic to another species of tree which is in danger of being infested or exterminated by the parasite.
- ☐ It is appropriate and necessary to remove the tree(s), due to the topography of the land and the effect of the requested action on erosion, soil retention, water retention, and diversion or increased flow of surface waters are detrimental to the life expectancy of the tree(s).
- ☐ It is appropriate and necessary to remove the tree(s) to implement good forestry practices such as, but not limited to, the number of healthy trees a given parcel of land will support.
- ☐ With the removal of the tree(s), the remaining number of trees' species, size and location are adequate to provide adequate shade, noise buffers, protection from wind damage, protection from air pollution, and to add historic value and scenic beauty, and do not detrimentally impact the health, safety, prosperity, historic values and general welfare of the area and the city as a whole.
- ☐ Although the tree(s) do not exhibit disease, general ill health, damage, public nuisance, danger of falling, interference with utility services or do not act as hosts for a plant which is parasitic to another species of tree which is in danger of being infested or exterminated by the parasite, the removal of the tree(s) are necessary and appropriate to allow for economic enjoyment of the property. Meaning that, without the removal of the tree(s), the property could not be economically developed at all for its intended use.

### **B. For Heritage Tree Relocations**

The property owner requests a Heritage Tree Removal Permit to relocate \_\_\_\_\_ heritage trees (tree #s \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_), due to the following:

- ☐ The tree(s) do not exhibit disease, general ill health, damage, public nuisance, danger of falling, interference with utility services or do not act as hosts for a plant which is parasitic to another species of tree which is in danger of being infested or exterminated by the parasite. Therefore, the tree(s) are in a healthy and structurally sound state such that their relocation will most likely be successful, in that I expect the tree(s) to survive and thrive and their new location for a period of at least three years. The relocation of the tree(s) are necessary and appropriate to allow for economic enjoyment of the property. Meaning that, without the relocation of the tree(s), the property could not be economically developed at all for its intended use.

## **STEP 5: SUBMIT COMPLETED INFORMATION**

Submit the completed information and \$52 to one of the following places:

- ☐ Is the removal or relocation of the tree(s) unrelated to any type of building activity on the property? If the answer is "yes," then submit the completed information to:

City of Mountain View  
Forestry and Roadway Landscape Division  
Community Services Department  
231 North Whisman Road  
Mountain View, California 94043

- ☐ Is the removal or relocation of the tree(s) related to the addition or construction of a single-family home, duplex, multiple-family residential development, commercial development or industrial development? If the answer to this question is "yes," then submit the completed information to:

Planning Division  
Community Development Department  
500 Castro Street, first floor  
Mountain View, California 94040

## **STEP 6: PUBLIC NOTICE**

Once you have submitted the required information, you must:

- A. Place yellow tape (obtained from one of the above City divisions) around the tree trunk of each heritage tree to be removed or relocated, at a height of 54-inches above grade.
- B. Post a "Public Notice" (obtained from and filled out by one of the above City Divisions) in a location that is visible to the public from the street right-of-way.
- C. The tape should be posted to the tree(s) and the public notice should be posted at least 10 days in advance of the scheduled hearing date.

## **FREQUENTLY ASKED QUESTIONS**

### ***How long does it take to get the permit, once I have submitted all the information?***

For single-family homeowners, a decision should be reached within approximately 3 weeks. For multiple-family, commercial or industrial development, the City processes the Heritage Tree Removal Permit concurrently with the other related planning entitlements.

### ***What happens after a decision has been reached and can the decision be appealed?***

Once a decision has been reached on a permit that involves a building development, you will receive a "Findings Report", which will specify that the Heritage Tree Removal Permit has been approved, conditionally approved or denied. The property owner listed on this application will receive the Findings Report in the mail. However, after the Findings Report is issued, there is an automatic 10-calendar-day appeal period within which time anyone can appeal the Findings Report decision. During this 10-day appeal period, you are not allowed to remove or relocate any heritage trees and the tape and public notice should remain in place.

### ***Where do I file an appeal?***

If the application was submitted to the Forestry and Roadway Landscape Division, then the decision would be appealed to the Urban Forestry Board. If the application was submitted to the Planning Division, then the decision would be appealed to the City Council. If an appeal is filed, the Heritage Tree Removal Permit is no longer valid. This means that you are not allowed to remove or relocate any heritage trees until either the Urban Forestry Board or the City Council reaches a new decision.